



**ADVISORY BOARD**  
**Meeting Minutes – November 15, 2016 - 5:30 p.m.**  
**Leawood City Hall – Maple Room**

Board members in attendance: Karen Ward Reimer (Chair), Lorrie Hamilton, Steve McGurren, Gary Swanson and Bob Wright

Board members absent: Doug Stevens, Amy Vlastic

Council Liaisons present: Julie Cain, Dr. Steven Kaster

Staff members present: Brian Anderson, Chris Claxton, Kim Curran and Dalnita Holland

Citizens attending: Charles E. Hammond

Karen Ward Reimer (Chair) called the meeting to order at 5:37 p.m.

Bob Wright made a motion to approve the October 11, 2016 meeting minutes. Steve McGurren seconded the motion. The minutes were approved unanimously.

**I. Old Business**

**A. Update on Inclusive Playground Project**

Chris asked how many have been to the City Park and noticed that the playground is no longer there. The removal of the playground has taken a little bit longer than originally planned. Brian will give an update on the progress that has been made.

Brian reported we are trying to stay within the newer ADA sidewalks that were built last year having one access point for all of the playground equipment. It took 41 truckloads to remove all equipment and poured in place materials. Grading will be the next step before installing the equipment. The extra soil will be hauled to a site close by.

An impressive play feature has been delivered this week. The massive boulder is wrapped in orange, weighing about 5 tons, is 8 feet tall, and is outside the maintenance facility.

Lorrie asked if it is a real boulder or is a manufactured one.

Council Liaison Cain asked are we on schedule. Don't we have certain time frame?

Chris stated the biggest challenge is to get the poured in place in with 40-degree temperatures constant for 48 hours. It only takes a few days to do it and less than 24 hours to cure. The agreement with Kansas Recreation Parks Association was pushing the white paper to be ready in time for the conference at the end of January. Chris will also write a summary from her perspective about the funding initiative to Cunningham, giving them thoughts about whoever they are partnering with (in this case it was KRPA), the potential negative effects of extending the deadline for submittal.

Brian was able to take the poured in place, and plastic to a construction dumpsite. The other metals were taken to recycling. She asked Brian what the tipping fee was and or the benefit of the salvage.

Brian reported he is not sure what the poured in place disposal cost will be. The paperwork referred to the number of trips not weight or the dollar amount. He thinks the charge will be \$55 a load. About \$300 was received from recycling the metal.

Chris added it was good to be able to get something back from the recycling. The budgeted amount was \$25,000 for the tipping fee. It is looking like the cost will be around \$5,000. The Foundation may or may not need to fund raise as much as a result.

Council Liaison Cain commented the owner of a Kansas City recycling company is the president of Tuscan Reserve. In the future, it might be a good source for recycling metal.

Chris stated the salvage rate on metal is low right now. The Foundation got the sponsorship agreement back from Variety KC. The contract is with the City due to the extension of the term going to 2036. Patty Bennett, City Attorney, did look it over and the contract was sent to the Foundation. Their last board meeting of the year is tonight. Variety KC was a \$125,000 gift, Creative Planning gave \$25,000, Reiner Foundation \$5,000, Capital Federal gave \$2,500, and AMC is still committed. Creative Planning gave their donation in stock so it will be slightly lower. Personal donations have come in and now the Foundation is really close to the dollar goal amount. There are still some “asks” out to significant donors.

The signage options presented by Variety are better than what was seen before, but still needs to be determined. Victoria Babb is working on the naming tree since its constructed site is in St Charles. She is finding out the perimeters and the size.

Steve asked Chris when she anticipates the construction being done.

Chris replied another week to get everything ready and we are still trying for December 1. The boulder came from a different manufacturer and the rest of the pieces are coming from Cunningham. Currently they are in Texas and will be shipped when we are ready to take delivery. A soft opening like a donor’s reception may happen in January. The details will be worked out with the Foundation.

Lorrie asked if there would be an official dedication.

Chris responded Variety KC would have input. They will provide t-shirts, and have kids from the community. Last Thursday they had the grand opening of the \$1.3 million expansion in Independence adding a 5-12 playground. Chris plans to get out there look at the structure as well as the signage.

Steve commented it did get a lot of press.

## **B. Naming Rights and Sponsorships**

Chris thanked Kim for her help in getting the draft updated in a better format. She did bring copies for everyone. If accepted, the recommendations would go to Council on December 5. The sponsorship levels get determined within the department. She added more to the definitions, authority, the background, accepting, and the process including the sponsor coming to us or we go to the sponsor. Collectively it is always better than individually having multiple people going out asking. An agreement should be for \$5,000 and above. A written document protects the integrity of the event, the City, and the sponsor. Portland had the best example; Chris did have Patty look at their agreement. She said it looked pretty clean and simple.

Chris reviewed the changes with the committee and asked for input.

Lorrie stated in this day and age you need to be as detailed as possible. This is a very common sense approach and is appropriate for a city.

Chris added again the need is to be proactive instead of reactive.

Council Liaison Cain agreed she would personally include all of those suggested in sponsorship policy.

Steve added he agrees with the sponsorship list on page 3. He did see the ones that she had added and highlighted.

Brian commented to him firearms are sporting. There are fire ranges that provide sporting or trap skeet shooting.

Lorrie added it can be a portion of the business; examples would be Scheels and Cabela’s.

Chris recommended reviewing the policy every 3 to 5 years.

Council Liaison Cain added the need to begin somewhere. This is a prudent place and the way to start.

Chris stated there may be input from other council members on some or all of these policies.

Steve added the top 5 are not allowed to be sold at a Hallmark store. It is somewhat a universal list.

Chris reported she is not sure how the policy will be put on the Council's agenda, under one section or separate. It might be safe to do one at a time.

*Lorrie Hamilton made a motion that the Board approve and recommend the sponsorship policy to the Council. Bob Wright seconded the motion. The Board unanimously approved the motion.*

*Chris passed out the gift document.*

Steve stated he had a couple questions or comments. Can he assume on page two of the original document, paragraph four the L Foundation is the Leawood Foundation? The bottom of page 5D should there be a reference to wear and tear? Isn't destruction considered vandalism?

Chris asked Steve if he was looking at the one that was just passed out. It has been corrected. She thought destruction could be included useful life.

Steve asked do you want to be consistent with the other list and include gambling. Number eight- is it appropriate to use total cost repeatedly; including installation and design.

Chris responded one place it could be included is in the definitions. Conversation occurred at the last meeting, but without conclusion. Her thought is; there is a big difference between 50% of \$10,000 and 50% of \$500,000. We have \$5.2 million of unfunded projects in the CIP. She would like the Board's thoughts about leaving it or do they prefer a different percentage? Or saying this is a good starting point? The "funded CIP" is listed at 51%; if it is unfunded or not even on the plan is 51% the right amount to consider? When other projects are on the list, it is hard to slide another one ahead. The master plan is worked through, using it as a guide, and is talked about every year. It is very typical for things to move back and forth on the schedule.

Steve asked if someone came forward and wanted to pay for a new pickle ball park. They want to pay 100% and it is not on the list, but we thought it was a worthy addition. Is that something that would be considered?

Chris responded she doesn't know the answer. Perhaps the City would be open to considering something like this. The Lions paid for fountain at City Park and the shelter addition and neither was on the schedule.

Steve stated a simple example was Rockhurst High School's graduate Dave Cone. He approaches the school about wanting to pay for a new baseball stadium. Rockhurst said no, telling him they had these priorities that needed to be funded first. He walked away with a million plus dollars and the stadium didn't happen at that time. A pivotal question does it need to be on the list if someone wants to pay for it?

Chris answered it would be open for consideration. Someone would notify her and it might lead to a formal presentation about the project. It is harder for us because we do not have potential unused land around the city, other than what we already own and have designated as park land. Land will probably be developed before it is donated. However, we have tabled any remaster planning of Ironwoods until other open projects are completed and maintenance is up to speed.

Steve stated he wanted to confirm that there is an openness to doing something that isn't on the CIP.

Chris reported the policy will not be reviewed every year. The Council and staff do review the CIP yearly. There are checks and balances.

Chris confirmed a consensus for the way ABC is listed on page 4.

Council Liaison Cain added there were recently two people wanting to make artwork donations that were graciously declined.

Chris stated she did make some brief references to the Public Art Policy reminding that it is covered somewhere else.

Lorrie added this one passes the mustard as well.

Chris stated she made a note to add gambling to page 3, and will add cost to the definition on page 1. A range was added to benches, picnic tables, and everything else, but trees. If you go to City Park, the benches are rod iron. The ones along the trail are different and don't cost the same. The time frame was changed from 8 years to ten. Brian will be working on the non-tree piece and might suggest including some sort of recognition in City Hall.

Chris agrees with an earlier statement by Amy; people like to show their family members where the tree or bench is located. The department is still trying to find a way to make it less expensive to purchase these items.

Brian commented the biggest part of the tree expense is the after care. Spraying, pest control, and watering, etc.; plus it will be replaced if it dies before 5 years.

Lorrie added guaranteeing tree replacement up to 5 years is better than Suburban and Rosehill offer. What caliper size are you calling a tree?

Brian responded the average calipers of the trees are 2.5 to 3 inch.

Steve asked is it fair to say that you are already going to most places for maintenance.

Brian answered it depends; more time is spent on new trees. It takes labor to install, fertilize, and water newly planted trees.

Steve asked how much of the maintenance is included in the \$650.

Brian answered approximately \$450 is the cost of maintenance.

Lorrie agreed that is fair and reasonable dollar amount for an established tree.

Steve inquired on page 2 should land be listed with major gifts.

Chris responded she does agree with Steve and she will add land to the statement that "Leawood has benefited extensively from generous gifts". She may switch Leawood Parks and Recreation to LPRD reducing redundancy and length. Chris assumes the need to keep consistency on page 3 to match the guidelines of the gift piece. The only difference was to add 20%. Does the Board want to include, take off, or redefine the cost?

Lorrie suggested putting in total cost and to include cost of installation along with maintenance in the definition.

Steve questioned; suppose someone comes forward next year and donates 80 acres. The value of the land is \$1 million and we are going to add a pool worth \$1.5 million. The theory is not to name the park after them. The City had added money and the value of the land is not above 51%.

Chris responded that is a great question. Perhaps there could be some sort of negotiation. The goal is trying not to be too closed minded.

Brian remembered being surprised how quickly the cost occurred when land for the Dog Park was donated. Things add up quickly, appraisal, survey and other hidden costs totaled \$7,000 before anything was done.

Chris added she is making a couple notes. Two things she is adding: the approval process typically goes to Scott Lamberts the City Administrator first and then can include the Mayor. They decide whether or not to go to Council. She also agrees revocation is important.

Gary asked regarding naming rights, was it deliberate to leave out living or dead.

Steve commented it is good to have a revocation section.

Lorrie stated she had mentioned at the last meeting that people are buying naming rights for a period of time. It is good to have a specific period of time to cover us if we need to remove their name. The donor should also have the ability to remove their name.

Chris responded she would include “at the request of the donor”.

Bob commented like the Paige Arena at Mizzou.

Lorrie complimented Chris, the staff and whoever else contributed to policies for a job well done.

Bob Wright made a motion that the Board approves the policy for recommendation to the Council. Steve McGurran seconded the motion. The motion was approved unanimously.

## **II. New Business**

### **A. Agency Accreditation**

Chris reported many might know that the Leawood Fire Department was recently accredited. She is bringing this up because Parks and Recreation also has an accreditation with similar principles. This process puts all of the pieces together and is a great way to make the agency better.

There are 31 Parks and Recreation agencies in the metro area including Lawrence and Desoto. Only three have accreditations in Kansas and four in Missouri. Of all the agencies in the United States, only 141 have received accreditation status. The re-accreditation process occurs every 5 years.

Wichita just received theirs this past year. Troy Houtman, the director, has offered to come and help us look at the process and share his strategies. The process starts with a self-evaluation, looking what the department is capable of, and what is currently going on. The 67 page application has a 2 year timeframe to complete. The site visit follows where they go through everything. She thinks this is beneficial to help with improvement and leave an even more solid legacy moving forward.

It will take some members of the board and certainly staff to accomplish. NRPA can come to help the team with the process for an \$800 fee. Buy-in must also be had from other departments in the City including, Public works, Human Resources and Finance. It shows how your agency operates in the overall structure of the city. Let Chris know if you are interested in helping and they can talk more about it after the first of the year. More information can be found at NRPA.org if someone is interested in looking at all of the questions. Commission for Accreditation of Parks and Recreation Agencies or CAPRA is the one who does the accreditation. Is not an insurmountable task, but does take help from everyone.

Council Liaison Cain added it is a great idea. The Fire Chief said it has made them a better department just by going through the process. It forces one to take a closer look at and see what is working.

Gary asked once accredited, what is the annual cost of membership. Is based on the size of the city?

Chris answered it is based on the Parks and Recreation budget. Our yearly budget is \$10.5 million. She thinks that Leawood’s Fire Department is the only agency in the City to achieve accreditation thus far.

Gary asked how much time does Chris thinks it will take.

Chris responded she had asked that question. The very minimum it would take a couple hours a week, even during the busy months of May, June, and July.

### **B. Staff Reports**

Brian reported the following:

- Aeriated soccer fields, putting down fertilizer.

- Started winterizing irrigation systems. Still need to finish City Hall, Gezer Park and the Justice Center
- Planning to shut down drinking fountains this week since it is getting colder
- Tree work in the courtyard is completed in preparation for Holiday Lighting ceremony
- Construction crew has been hauling playground debris off site
- Ironwoods has several wood split rail posts on north side being replaced
- Installing interpreting signs for Gezer Park
- Maintenance has two fulltime staff openings
- Monitoring art sculpture placement at the Justice Center, and will be restoring some of the grounds after the installation when weather allows
- Bike and Sustainability Committees are developing more of an education program for main routes to school. Working with the schools to take further steps.
- Looking at landscape and tree ordinances. Meeting with citizens and Councilmembers Debra Filla and Chuck Sipple. Dustin Branick, Brian, and Planning will also be included in the meeting involving tree issues and emerald ash education.

Kim reported the following:

- Fall Trail clean-up was November 4<sup>th</sup> Parks crews hauled away 2 truckloads of filled trash bags
- Soccer season ended without any rainouts, which rarely occurs
- Registration for spring soccer has started
- Wreaths are up and lights are on the trees for Holiday Lighting November 21<sup>st</sup>
- Breakfast with Santa is on December 3<sup>rd</sup> in conjunction with School House and the Nature Center at Ironwoods. Families make a morning of having breakfast at the Lodge. Then making crafts at the Nature Center open house and April hosts the “Holiday Traditions on the Prairie” at the Oxford school.
- RecTrac is switching credit card providers starting next Tuesday. It will then be in line with rest of the City.

Chris reported the following:

- Bunker project at Ironhorse- all 18 holes are completed and the course opened on Saturday. They were completed on time and not over budget.
- Good response on the bunker improvements, can see photos at [www.Ironhorsegolf.com](http://www.Ironhorsegolf.com)
- Clubhouse expansion is on target, base columns are in
- Forms are up for the floor slab getting ready to close things in
- Inquires continue for event space
- Council will approve Community Garden taskforce group on November 21
- Arti Gras will be a little bit different this year. It will be at the Lodge. Bigger and more functional space

Council Liaison Cain asked will the lighting be strong enough to see the art out there.

Chris answered yes, April and Eva Reynolds set up some grids to test the lighting before deciding to change locations. They will be able to borrow some additional lighting from the Church of the Resurrection.

Council Liaison Cain asked will it stay at the Lodge. Isn't it needed for wedding receptions?

Chris reminded Councilmember Cain that the selected weekend was one of the least booked dates. Efforts will now be combined with the Arts Council, The Foundation and the Leewood Stage Company; together they will provide the extra needed volunteers. It is another plus not to have Sustainability Advisory Board the next day. The SAB meeting is going to be on Tuesday the 21<sup>st</sup>.

Council Liaison Cain asked wasn't this supposed to be a fundraiser. Do you know the results on how much is actually raised? It is a tremendous amount of work.

Chris answered she does not know off the top of her head. Last year they were in the black selling more art, and had fewer expenses. The Foundation provided the food and the alcohol. The net profit was enhanced eliminating some of the costs including not sending out invitations. We do not have expenses or spend any money, but just our time. April does a lot to promote the event.

### C. Next Scheduled Meeting Date – December 13

Chair Reimer stated that in past years the December meeting has had issues with establishing a quorum during the busy holiday season.

Gary Swanson made a motion to forgo the December 13<sup>th</sup> meeting. Steve McGurren seconded the motion. The motion was approved unanimously.

### III. Call for Miscellaneous Items

Council Liaison Cain reported it is her understanding the Taiwanese from our sister city are coming in May. Are there any improvements planned at I-Lan Park between now and then.

Chris answered she had asked Scott that question. There is a space in front of the women's rest room on the parking lot side that could hold something. Scott did not feel we would have time to do anything significant. They have a new Mayor who is heavily promoting the trip.

Brian stated he would like to do some extra work on the turf.

Chair Reimer recognized a citizen who came to speak to the committee about an issue of concern. She welcomed the citizen to introduce himself and state his concerns.

Charles E. Hammond introduced himself and mentioned he was on the Leawood City Council when I-Lan Park was developed. He continued that he admires what Brian has done on the trails. The crew does an amazing job clearing the trail after a flood or snow. He has called Brian a couple of times about the undergrowth and the clear cutting that has taken place. One area where the trail forks by the bridge closest to the pool; the nice vegetation is completely gone. It is like they are just trying to keep the crews busy.

Brian responded that they are trying to control bush honeysuckle. There had not been anything significant done about it for years and it was overtaking some of the other good vegetation. In addition, there have been some special projects in terms of the waterway where the bridge was replaced and some trees were cut down. He would be willing to meet him and any of the trails group anytime to look at the areas and discuss.

Mr. Hammond responded he does really appreciate the eradicating of the poison ivy. He has been walking the trails close to 30 years. He is not an arborist but it seems that perfectly good trees are being cut down.

Gary added it is a good idea for Brian and Mr. Hammond to meet again out on the trail. They can address issues that have been brought up and explain both points of view.

Mr. Hammond declined Brian's offer to meet. He is only interested in making sure the clear cutting is stopped.

Council Liaison Cain stated the trails are one of the park's best assets. She appreciated Mr. Hammond's service on the City Council. Perhaps a trail committee should be formed.

The next meeting will be held January 10, 5:30 p.m. at Leawood City Hall in the Maple Room.

Steve McGurren made a motion to adjourn the meeting. Gary Swanson seconded the motion.

The motion was approved unanimously.

The meeting adjourned at 7:03 pm.

Respectfully submitted,

Chris Claxton, Director  
Parks and Recreation Department

